

GPRA FAQs

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GPRA

What is the Government Performance and Results Act (GPRA) of 1993?

GPRA is a public law that was passed by Congress in 1993. GPRA was enacted to improve stewardship in the Federal government and to link resources and management decisions with program performance. GPRA requires that all Federal departments do the following:

- Develop a strategic plan specifying what they will accomplish over a 3- to 5-year period.
- Set performance targets related to their strategic plan on an annual basis.
- Report annually the degree to which the targets set in the previous year were met.
- Conduct regular evaluations of their programs, and use the results to explain their successes and failures on the basis of the performance monitoring data.

What is CSAT?

The Center for Substance Abuse Treatment (CSAT) is a division of Substance Abuse and Mental Health Administration (SAMHSA). The mission of CSAT is to promote community-based substance abuse treatment and recovery services for individuals and families in every community. CSAT provides national leadership to improve access, reduce barriers, and promote high quality, effective treatment and recovery services.

What is SAIS?

The Services Accountability Improvement System (SAIS) is a web-based data entry and reporting system that provides a data repository for CSAT program performance measures

Do we have to comply with GPRA?

All clients receiving ATR Treatment funds must have a GPRA completed. The Addendum to the Agreement Between Providers and Business Psychology Associates for the Delivery of and Payment for State Funded Substance Use Disorder Services states that providers will complete a GPRA at intake, 6 months following initiation of treatment and at the time of discharge.

Do we have to ask and report the questions as written in the GPRA tool?

Yes, questions must be asked as written.

Do we have to collect information on every person our program serves?

If the client meets the clinical eligibility for ATR funding, they must have the information collected in order for a provider to be reimbursed for services. GPRA's must be collected at intake, discharge, and 6 months post-intake. Providers must collect follow-up data on all clients, regardless of whether a client drops out of the program. When a site cannot follow-up on a client, the site must use the GPRA tool to report that information and explain why.

How do I submit a GPRA?

GPRA interviews must be entered into WITS and are transmitted to SAIS nightly.

Will WITS prevent me from entering a GPRA where the interview is really old (or not within the 7 business days)?

No, WITS will not prevent this, but entering a GPRA outside of this requirement will not be in compliance.

Can I enter a GPRA after the Intake has been closed?

No, you cannot enter anything into a closed episode. You would need to contact the help desk if this becomes necessary.

What are the required data collection points for the GPRA information?

GPRA data are to be collected face-to-face for each individual client at three specific points:

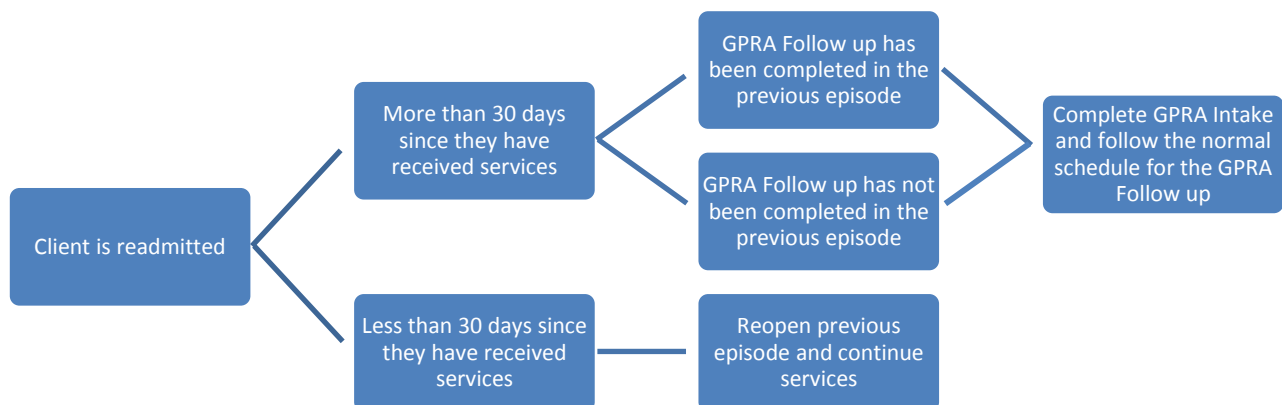
- Intake
- Six months after the initial GPRA (the eligible timeframe or “window” to collect this is 5-8 months after the date of the Intake GPRA)
- Discharge

To comply with the requirement to collect GPRA data at intake/admission, providers must collect GPRA data on each client as soon as possible after the client’s intake assessment, but no later than 4 days after the client officially enters the substance abuse treatment program. Program entry dates should be the date which the client began receiving ATR funded services.

How should we handle clients who are readmitted for treatment services?

If the client is admitted within 30 days of the previous episode being closed, the provider should request the episode be reopened and the client will continue to receive services. If the client has not received services within 30 days, it is considered a new episode and a new GPRA must be completed.

If a second episode is created and a Follow up GPRA was not completed in the first episode yet, you will not need to create a Follow up GPRA for the first episode. The data will only be reported on the most current Follow up GPRA.



If a client is discharged and returns for services, does the client count toward my GPRA targets as another client?

No. Only one GPRA intake for each client counts toward your target numbers.

GPRA Follow-up

Do we have to follow-up on each client? What is the targeted follow-up rate?

Yes, every client that has an Intake GPRA will also need a Follow up and Discharge GPRA. The minimum targeted follow-up rate is 80 percent.

What if the objective of our program is such that 6-month GPRA follow-ups are not anticipated?

The Follow-up GPRA must be collected for all clients accessing ATR funding. If agencies are no longer seeing the client, a phone interview can also be conducted.

What if we locate clients before or after their scheduled 6-month GPRA follow-up interview date?

The GPRA follow-up interview window is one month before and two months after the scheduled 6-month GPRA follow-up interview. For example, if you locate a client 5 to 8 months after the initial GPRA intake, you may conduct a 6-month GPRA follow-up, and the client will be included in CSAT's report to Congress. If you locate a client for the 6-month GPRA follow-up 9 or 10 months after the initial GPRA data collection, you will need to conduct a GPRA follow-up interview, but you will not be reimbursed.

Do we collect follow-up data on dropouts?

Yes.

How do I search for clients that need GPRA Follow-up interviews?

In WITS, there is a GPRA Follow up Due screen under Agency that will provide this information. If you need additional help, please contact the WITS Help Desk at (844) 726-7496.

What does Agency/Facility type for Intake and Follow-up on the "GPRA Followup Due" screen mean?

Intake agency is the agency that does initial Intake and GPRA intake while follow up agency is the agency that is responsible for follow up (generally the agency where the client was referred).

What do I do if the client does not clinically meet the requirements for treatment, but I have already submitted the GPRA?

Because the GPRA intake was entered, you are required to do the GPRA follow-up and discharge interview as well. Although the client didn't go into true ATR treatment, if you start the process you will be required to complete it.

What if the follow-up period for the last client served is past the funding period of the project?

Providers are expected to conduct 6-month follow-up GPRA for all clients who receive grant-funded services. The sole exception to this rule is for follow-ups due after the grant ends on September 29, 2017.

GPRA Discharge

Is a GPRA discharge required for every client?

Yes. Starting July 1, 2005, CSAT requires you to submit a GPRA discharge record for every client. At the time of a client's discharge (as defined by the grantee), you should complete a face-to-face GPRA discharge interview.

Is there a window period for conducting and submitting a GPRA discharge interview record?

If the client is present on the day of discharge, the GPRA discharge interview should be conducted on the day of discharge.

If a client has not finished treatment, drops out, and is not present the day of discharge, the project will have to find the client to conduct the in-person GPRA discharge interview. The grant will have 14 days after discharge to contact the client and conduct the in-person GPRA discharge interview. If the GPRA interview has not been conducted by day 15, conduct an administrative discharge.

What is an administrative discharge?

An administrative discharge is a shortened version of the full discharge that is completed when you are unable to contact the client to conduct the interview. On question A. Record Management, you would select "no" that you did not conduct an interview. WITS will skip to question J. Discharge Status.

How do I search for clients that need GPRA Discharge interviews?

In WITS, there is a GPRA Discharge Due screen under Agency that will provide this information. If you need additional help, please contact the WITS Help Desk at (844) 726-7496.

Why is my current ATR client on the GPRA Discharge Due screen?

In this screen, the system looks for all the clients with intake interview date more than last 30 days ago and then for these clients it looks for an encounter in last 30 days. If no encounters are found in specified period and no GPRA discharge interview is entered, then client is included in GPRA Discharge Due list.

Why isn't WITS prompting me to complete the Discharge GPRA when I complete the Follow-up GPRA?

You will only be prompted to use the Follow-Up GPRA to complete Discharge GPRA when the Follow-Up GPRA is compliant (completed within the appropriate time frame). A GPRA Follow-up Interview must be completed with the client 6 months after the GPRA Intake Interview. There is a 3 month window to enter that follow-up interview in WITS and be in compliance with the ATR program's requirement. The compliance window opens 5 months after the GPRA Intake Interview and ends 8 months after the GPRA Intake Interview.

The typical episode of care for my clients is very short, so many clients may end up with GPRA intake and discharge interview dates very close to one another. Do we still have to collect both records?

Yes. Providers should collect all GPRA data for each data collection point, regardless of how close they are to one another. But for those clients who are discharged less than or equal to 7 calendar days from the GPRA intake interview, a face-to-face GPRA discharge interview is not required. In this case, you will be required to complete an administrative discharge. If the client receives services 8 or more days from the GPRA intake interview, then a full face-to-face GPRA discharge interview is required.

Is there a target discharge rate?

At this time, CSAT has not specified a discharge target rate.

GPRA Follow-up and Discharge Timing Issues

What if the discharge GPRA interview is due during the 6-month GPRA follow-up interview window? Do we still have to collect both records?

Yes. There may be cases when the client's GPRA discharge is due during the window of time that the 6-month GPRA follow-up interview is due. In other words, if a discharge is done anywhere between 5 and 8 months after GPRA intake, this interview could double as a GPRA follow-up interview. In these cases, you must still enter data for both the GPRA discharge **and** the 6-month GPRA follow-up interviews. Conduct the interviews using these guidelines: complete the Follow-up GPRA, at the end, WITS will ask if you would also like to conduct the discharge. Select yes and WITS will use the information entered in the Follow-up to complete the applicable fields in the discharge. If the client's GPRA discharge interview from the program occurs during the 6-month follow-up window, and you have already conducted the GPRA discharge interview, you will need to do a separate GPRA follow-up.

Do we collect 6-month follow-up information if the GPRA discharge interview is before or after the 6-month GPRA follow-up interview?

Yes, providers must locate clients and complete the 6-month GPRA follow-up record, regardless of when the client is discharged.

Do we need to conduct a 6-month GPRA follow-up interview if the client could not be contacted to conduct the discharge interview?

If the client cannot be reached for the discharge GPRA interview and receives an administrative discharge, a separate 6-month GPRA follow-up interview must be conducted, completed, and entered into the system for the follow-up to count toward the program's target rate.

Data Collection Issues

Do all programs use “the past 30 days” as the basis for client reported data?

Yes.

Do we count a client's reported use of illegal drugs in Question B1c as having committed a crime for Question E4 (“In the past 30 days, how many times have you committed a crime?”)?

Yes. If a client reports the use of illegal drugs in response to Question B1c but his/her answer to Question E4 is not consistent with Question B1c, the interviewer should probe the client for clarification. The interviewer must be certain that the number in Question E4 is equal to or greater than the number in Question B1c.

Can I save partial records?

No, the system will not save partial records. You must enter all sections of a record before can be saved in the system.

Caution: The system will automatically timeout after 121 minutes of inactivity and an incomplete record will be lost.

What happens to the GPRA data once they are submitted in WITS?

The data is submitted to SAIS nightly. Providers can edit submitted records.

Can I delete a GPRA?

Yes, you can delete a GPRA if the authorization has not been accepted. The GPRA information is uploaded to SAIS at 12 am MT. If you delete it prior to the nightly SAIS upload it will automatically be removed. If the authorization has not been accepted and the GPRA is deleted after the upload it will send a delete record to SAIS, but the GPRA will still show on the activity list as deleted. If the authorization has been accepted, you will not be able to delete the GPRA and will need to complete the Follow up and Discharge GPRAs.

Military Information

Should we collect data on a client's veteran status?

Effective March 5, 2012, CSAT no longer simply collects data on the number of clients who are veterans of the military. You should now collect data on a client's military service status, which includes active duty, separation, and retirement from the military. In addition, this section also collects information on persons close to the client who are or were deployed to a combat zone.

What branches of the military are included in the U.S. Armed Forces?

The U.S. Armed Forces consists of the Army, the Navy, the Marine Corps, the Air Force, and the Coast Guard.

How does CSAT differentiate between separation and retirement from the U.S. Armed Forces, Reserves, or the National Guard?

When a client becomes separated from the U.S. Armed Forces, Reserves, or National Guard, he or she has left active duty but might still have an obligation to serve. Separation from the military typically occurs when the client reaches his or her Expiration of Term of Service (ETS) and is released from active duty but still must complete military reserve obligations. When a client completes his or her full military obligation, he or she is then discharged.

When a client retires from the U.S. Armed Forces, Reserves, or National Guard, he or she has left active service and is entitled to a pension, a percentage of his or her base pay, or 100 percent of his or her base pay from the previously mentioned organizations.

Are the military questions only confined to U.S. military service?

Yes, these questions only pertain to U.S. military service. Clients who have served in the military in another country are not counted.

If a client states that he or she was discharged from the U.S. Armed Forces, the Reserves, or the National Guard, should we ascertain the client's discharge status?

No. A client's discharge status is not considered in the GPRA tool and therefore does not need to be asked by providers. CSAT is not asking for data regarding a client's discharge status.

Are the Military questions asked when conducting a Follow-up and/or Discharge?

No, the Military questions are asked at the Intake only.